

STANDARD OPERATING PROCEDURE

FRAME OF CHOICE (FOC) PROGRAM

Purpose:

To provide uniform procedures for the FOC program.

Background:

The Navy Surgeon General desires to have all personnel in a frame of choice other than the standard spectacles.

Policy:

- a. One FOC with clear lenses only, will be issued to qualified personnel.
- b. No sunglasses will be fabricated in the FOC program.
- c. Only those frames, corresponding sizes and colors in the approved fitting set issued by NOSTRA will be included in the program,
- d. FOC will be issued on any prescription for spectacles, civilian or military that is not over one year old, if the patient has 20/20 or better, corrected vision and no visual complaints.
- e. FOC will not be issued to active duty or reserve personnel until after the first 30 days of current active duty tour, or completion of basic or initial training.
- f. The date of order will be annotated in the member's outpatient medical record. The FOC will not be ordered or dispensed without a standard form (SF 600) entry. The following information is required:
 - (1) Patient name, SSN, command
 - (2) FOC data [frame style number, color, eye size, bridge size, temple size, spectacle prescription, and lens type (SV, ST-35, etc.)].
- g. Aviation and submarine personnel should be made aware verbally and on the SF600, that FOC shall not be worn while on "operational" duty status. Submariners also need to be made aware that the P-3 frame is the mask insert for use onboard submarines.
- h. FOC is not a replacement for the S-9 & S-8 frames. However, FOC can replace one of the two required pair. For aviators and submariners, FOC can be in addition to the required two pair of flight goggles or submarine glasses.
- i. Personnel who damage or lose their FOC may return it for repair or replacement.

Responsibilities:

- a. Optometry Clinics. Will be responsible for fitting and dispensing FOC. Priority examinations are not required, however preference should be given to those patients whose examination has expired.
 - (1) Entries will be made in the patients health record on a SF 600 and on the "Summary of Care", form 6150/20 Rev. 94 when fitting and dispensing a FOC.
 - (2) When dispensing FOC to aviator and submarine personnel, notify them that FOC shall not be worn while in "operational" duty status.
 - (3) When ordering FOC, clinics will annotate in the "Special lenses or frame" section of the DD 771 that the order is a FOC along with the frame type and color.
 - (4) Clinic personnel will visit to the maximum extent possible ships/commands/units designated by the RC to fit and then issue FOC.
 - (5) Replacement of broken frames should be collected from the patient and used for replacement parts.
 - (6) Single vision lenses will be ordered from the nearest Navy fabrication unit. Bifocals and prescriptions higher than OSU lens stock must be ordered from NOSTRA. Current range of powers in stock at OSUs should be +6.00 to -9.00 in the sphere power with up to a -3.00 cylinder minus lenses and up to -2.75 cylinder in plus lenses.
 - (7) Accurate measurements for segment heights, temple lengths and proper fit are essential. Customer service and patient satisfaction should be the primary concern.
 - (8) Personnel receiving either FOC or other military issue glasses should be reminded that the glasses they are receiving are not safety glasses. Personnel who require safety glasses for their jobs must obtain them from their command.
- b. OSUs. Will be responsible for fabricating all single vision lenses between +6.00 to -9.00 in the sphere power with up to -3.00 cylinder minus lenses and up to -2.75 cylinder in plus lenses.
 - (1) OSU personnel will visit to the maximum extent possible ships/commands/ units designated by the RC to fit and then issue FOC.
 - (2) OSUs will increase stock inventories based on fabrication responsibilities.
 - (3) Fabrication of eyewear should be provided on a "walk in, one stop visit" when possible. When "as you wait" service is not possible, orders should be provided within 24 hours.

Reports:

On the last workday of each month all OSUs will submit workload statistics to NOSTRA utilizing attachment (1) for both FOC and non-FOC workload. This data is required by NOSTRA to assist with budget preparation, measure results and maintain metrics. Reports can be faxed or sent via e-mail to the Material Management Department.

Fax:

DSN 953-4511/4628

COM (757) 887-4511/4628

E-mail: pwblack@mar.med.navy.mil

Inventory:

- a. Fitting kits will be supplied by NOSTRA to all afloat activities having optical fabrication capabilities. Each respective OSU is responsible for notifying NOSTRA of the required number FOC boxes needed to outfit designated clinics to fit and dispense FOC. The appropriate number of FOC boxes will be sent out to each OSU and stocked with FOC frames by the OSU for completion and distribution to designated clinics.
- b. Frames to be included in the program are listed in attachment (3)., unless directed or approved by NOSTRA, no other frame style, color or size is authorized.
- c. Replenishment of frames will be Bi-weekly and accomplished by utilizing attachment (2) and forwarding the order to NOSTRA. No other form is authorized for use when ordering FOC. The following schedule for ordering FOC has been set up to assist NOSTRA's Material Management Department in planning workload so all customer needs are served in the most efficient manner.

Activity	Order Days	Pull Day	Ship Day
Japan	2nd & 4th Tuesday	Wednesday	Thursday
Bremerton	1st & 3rd Tuesday	Wednesday	Thursday
Newport	2nd & 4th Tuesday	Wednesday	Thursday
Great Lakes	1st & 3rd Wednesday	Thursday	Friday
San Diego	2nd & 4th Wednesday	Thursday	Friday
Parris Island	1st & 3rd Thursday	Friday	Monday
Hawaii	1st & 3rd Thursday	Friday	Monday
Guam	2nd & 4th Thursday	Friday	Monday
Cuba	2nd & 4th Thursday	Friday	Monday
Italy	2nd & 4th Thursday	Friday	Monday

*All orders should be faxed to the
Material Management Department, NOSTRA.
Only those sheets requiring replenishment should be faxed to either of the following numbers:*

**DSN 953-4511 or DSN 953-4628
COM (757) 887-4511 or COM (757) 887-4628**

d. Emergent requests.

If an emergent need arises, contact Materials Management for assistance.

DSN 953-4479 x240 or x271

COM (757) 887-4479 x240 or x271.

e. Lenses

Single vision lenses are the responsibility of the OSU and will not be provided by NOSTRA. Lenses should be ordered through normal channels. Requests for Bifocals and prescriptions higher than OSU lens stock will be fabricated by NOSTRA.

(1) CR-39 lenses will be normally used for all patients.

(2) Polycarbonate lenses may be ordered by placing the word "POLYCARBONATE" in the "Special Lenses or Frame" Section of the DD771. Due to distortion, requests should not exceed +4.50 or -5.00 diopters of sphere power.

(3) Hi-Index Lenses may be ordered by placing the word "HIGH INDEX" in the "Special lenses or frame" section of the DD771. Requests should have sphere powers that exceed plus or Minus 6.50 diopters. Special consideration will be given to patients with small interpupillary distances (below 60) and wire frames. High-index lenses are very costly, therefore ordering personnel should keep requests to a minimum.

(4) Lenses will normally be fabricated with CTs of 2.0 or greater. Requests for CTs of less than 2.0 will normally be fabricated in Polycarbonate lenses.